

Refunding IDEA Funds to the Department of Public Instruction

When an LEA refunds IDEA funds to the Department, LEA personnel should follow the following procedures:

1. Prior to refunding any IDEA funds, complete the form located at <https://docs.google.com/a/dpi.wi.gov/spreadsheet/viewform?formkey=dGhBQXJ1cE5rVjVklUhESlp2bWVpalE6MQ>
2. Once the LEA has submitted the form, prepare a check (no electronic transfers) made out to the Wisconsin Department of Public Instruction for the amount of the refund.
3. Send the check and a brief explanation of why the money is being refunded to:

Debra Anklam, Business Office
Wisconsin Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841

4. The LEA's business official will receive an e-mail confirming the check was received by the Department.
5. Check the DPI Aids Register to confirm the refund has been posted. It will appear as a negative payment.
6. The LEA's web-based claim must be adjusted by DPI in order to lower the "Expenditures to Date" amount. Once the funds have been returned, Rachel Zellmer will contact you regarding amending the electronic IDEA claim to document the return of funds.

Recording the entries for the return of IDEA funds after year end

Entries in 2012-13 to reflect return of IDEA funds after year end

DR - Expense to project 011 or 019

CR - Expense to project 340 (or 517 if part of a third party grant arrangement)

Reverse expenditure to the grant and move to aidable or non-aidable project

Two options for reversal of revenue and accrue the payment back to DPI

1. If a district has a receivable in function 715500-Due from State Government that is at least the amount of the return, the district can offset the receivable by the amount of the return.

DR - Revenue to source 730 (or 517 if part of a third party grant arrangement)

CR - Function 715500 - Due from State Government

Reverse the revenue and reduce the year end receivable from the State by the amount of the return. This option will prevent the Aid Payment Reconciliation Error on the SAFR Full Annual report.

OR

2. If a district does NOT have a receivable in function 715500-Due from State Government that is at least the amount of the return, the district must record a liability in the amount of the return.

DR - Revenue to source 730 (or 517 if part of a third party grant arrangement)

CR - Function 813500 - Due to State Government

Reverse the revenue and add liability to the State by the amount of the return. This option will trigger an Aid Payment Reconciliation Error on the SAFR Full Annual report. If the district has this error because of the return of IDEA funds to DPI, contact a school finance auditor to waive the error.

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Entry in 2013-14 for payment of the return of IDEA funds

DR - Function 813500 or 715500, depending on how above accrual was recorded

CR - Cash

Payment of the return of IDEA funds to DPI for 2012-13 grant claims

Last Updated: 09/12/13

Document Location: <http://www.dpi.wi.gov/sped/pdf/idea-refund-instructions.pdf>